



State of New Hampshire
Department of Administrative Services
Division of Personnel
State House Annex
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Concord, New Hampshire 03301

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BUILDING AND GROUNDS UTILITY PERSON
NH ADJUTANT GENERALS DEPARTMENT
\$21,216.00 - \$24,856.00
#19346

The State of NH Adjutant Generals Department has a full-time vacancy for a Building and Grounds Utility Person: Position **#19346** is located at the Pease Air National Guard Base, Newington. This position works a 40-hour basic workweek.

The position closes July 6, 2007.

BASIC PURPOSE: To perform routine, skilled labor in a variety of custodial, grounds-keeping and maintenance at a multi-building, departmental facility.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs indoor and outdoor custodial tasks, such as general building cleaning, floor care, facility entryways and sidewalk maintenance; to maintain cleanliness, appearance and safety standards at a multi-building, departmental facility.
- May be required to operate riding and pushing lawn mowers and power trimmers in the performance of outdoor landscaping and grounds-keeping tasks, such as cutting and trimming grass and hedges, planting of lawns and shrubs and cutting and clearing brush; to improve and maintain grounds appearance at a departmental facility.
- Performs snow/ice removal tasks on roadways, sidewalks and parking lots using various equipment; such as, snow blowers, sidewalk snow blower, plow trucks and sand auger.
- Makes minor repairs and performs simple maintenance in buildings, such as painting, window replacement, plumbing and rough carpentry to correct minor maintenance deficiencies.
- Operates, cleans, oils, greases and makes minor repairs with/on equipment and power tools to perform grounds-keeping, custodial and maintenance tasks.
- Distributes supplies to ensure continuous accessibility of custodial supplies at several buildings in a multi-building, departmental facility.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent.

Experience: One year's experience in grounds-keeping or light maintenance work with some experience in operating light motor driven equipment. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license is required.

SPECIAL REQUIREMENTS:

Must be in good physical condition with normal strength and agility. Must be willing to work a flexible work schedule to keep state agency buildings clear of snow or to change hours during any special emergency periods. This position is designated as "Essential Personnel, which requires that employees report to their job site or be on stand-by, during emergency situations, such as snow, inclement weather, or other emergency situations, including weather and building emergencies. Overtime in support of snow removal operations is mandatory. Must be able to satisfactorily undergo a State Police records check. In accordance with Article 5.8.1 in the 2005-2007 Collective Bargaining Agreement between the State of New Hampshire and the State Employees' Association of NH, Inc. – SEIU Local 1984, the incumbent assigned to this position may either choose to join the SEA and pay the full dues amount or not become a member and elect to pay an agency fee.

HOW TO APPLY:

The official state application for employment may be obtained from and returned to Ms. Linda M. Goss, Human Resources Coordinator, Adjutant General's Department, 4 Pembroke Road, Concord, New Hampshire 03301-5652. In addition, an official application for employment may be obtained from New Hampshire Division of Personnel, 25 Capital Street, Concord, New Hampshire 03301, (603) 271-3261 or 3262 and is available on the Internet at www.nh.gov/hr.

For further information contact Mr. Russell G. Bellottie, Plant Maintenance Engineer V at (603) 430-2418.